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REPORT OF THE TASK FORCE

DOWNGRADE TO SECRET

CFE/SS 23 May 1972

This is the report of the Task Force which proceeded to [REDACTED] and held conferences from 10 December to 19 December 1951 with representatives of the various Far Eastern areas. 25X1A6a

This report is divided generally into two sections, namely:

- A. Recommendations affecting general Agency policies.
- B. Recommendations affecting individual segments of the Agency with suggested action offices indicated.

A. RECOMMENDATIONS EFFECTING GENERAL AGENCY POLICIES

1. That an immediate study be made to determine the adequacy of station and project T/O's with a view toward providing sufficient qualified personnel at each installation to properly carry out the administrative, technical and logistical functions of the station or project; that, prior to approval of these T/O's, complete coordination with the appropriate administrative support elements be accomplished; and that, in order to provide a sufficient reservoir of qualified personnel, a trainee pool be established at Headquarters.

2. That, against the background of operating experience gained to date, general criteria governing selection and assignment of personnel to overseas station be established; that such criteria be designed to maximize continued operating efficiency and minimize psychological and physiological problems and include: (a) age limits for both male and female personnel, (b) optimum tour of duty, (c) necessity for presence or absence of particular mental, physical and psychological attributes; that, in determining foregoing, due weight be given such factors as: (a) climatic conditions; (b) general working conditions; (c) general living conditions; (d) availability or non-availability of recreational facilities and areas; (e) interrelationship of (b), (c), and (d); (f) pressures resulting from activities of local population, general security or insecurity of areas and like matters.

3. That the Training Division make preparations for the early establishment, within or without the Agency, of comprehensive courses of instruction for all categories of support personnel; that, as an interim measure, the Training Division establish immediately, throughout Agency support elements, an organized on-the-job training program to properly prepare specialists for field duties.

4. That formulation of Agency policies governing career management and personnel rotation be expedited; that, as an interim measure, current Agency

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thinking on these matters be disseminated to the field.

✓ 5. That existing Agency regulations, at all levels, be reviewed and revised to provide uniform, clear-cut, realistic instructions governing the establishment and maintenance of all aspects of overseas property control procedures and systems.

6. That existing Agency regulations be reviewed and revised to provide uniform, clear-cut, realistic instructions governing the acquisition and management of real estate overseas; that, to simplify problems, standard designs and plans be developed for operational and dependent housing, subject to local modifications to conform to prevailing architectural styles and availability of building materials.

✓ 7. That the "Supply Control Center" procedures installed at ^{25X1A6a} be considered a pilot operation and that these procedures be continually reviewed to determine the most effective system for Agency-wide application.

8. That existing Agency regulations be reviewed and revised to provide effective control of, timely information on, and uniform, clear-cut, realistic instructions governing the transportation of personnel and cargo.

9. That necessary action be taken to authorize hazardous duty pay for personnel entitled thereto upon recommendation of a Station Chief.

10. That existing Agency regulations be reviewed and revised to provide flexible and realistic instructions governing the payment of equitable individual allowances for other than official cover personnel.

11. That, since military personnel detailed to the Agency are not authorized the overseas pay differential granted Agency personnel, such military personnel be authorized representational and maintenance allowance system to determine its applicability to this problem.

12. That Operational Division Chiefs ^{after} determining areas in which accountability for supplies and equipment will be dropped automatically; further, that, upon proper certification, all items issued for operational purposes to said areas be dropped from accountability without the necessity for survey.

B. RECOMMENDATIONS AFFECTING INDIVIDUAL SEGMENTS OF THE AGENCY WITH SUGGESTED ACTION OFFICES INDICATED.

1. That field stations prepare their own budget estimates beginning with the FY 1954 estimates; that such estimates include all logistical support requirements.

- action BD/BF

2. That (a) Division Headquarters issue "Advices of Allotment" to field stations beginning 1 July 1952 (FY 1953) and (b) that field stations maintain an "Allotment and Obligation Record" separate from the ledgers, journals, and other records main-

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tained on behalf of CFD. - action BD/BF

3. That, as soon as trained and qualified administrative and logistics personnel are positioned in the field, the conduct of administrative and logistics activities be ^{delegated} ~~decentralized~~ to country and/or regional station chiefs.

- action ADD (AL)

4. Finalization of the procurement planning procedure presented at the conference which establishes mechanism for the development of materiel requirements, budgetary requirements, and the method of record control for approval and supplemental requirements. - action DDP & DDA

5. That existing Department of Defense support letters be revised to include all types of services and facilities such as (1) withdrawal of materiel on memorandum receipt without reimbursement except for items lost, destroyed or worn out through fair wear and tear; (2) packing and shipment of personal effects and household equipment; (3) return of and reimbursement for surplus property. - action DDA

6. That the Agency's overseas supply installations be studied with a view to effecting the consolidation requisite to insure elimination of duplications and insure efficiency and economy in operations; that, in determining locations of major supply installations, adequate consideration be given to the protection of such installations in the event of general war. - action ADPC(WP), ADDP (AL)

7. That action be taken to provide standard unit packaging and standard commodity codes consistent with security. - action DDA

8. That a standard distribution of shipping documents be developed to insure that overseas installations are provided with complete, timely and secure information of shipments; that steps be undertaken to insure the inclusion of Agency shipping indicators in the Department of Defense shipping designator converter, and that our Agency representatives are included in the distribution. - action DDA

In Conclusion:

Recommendations included in this report are the result of careful observations in the field and of much discussion, both en route and since our return. It is our feeling that the recommendations hereⁱⁿ contained^{ed} cover the most urgent problems observed by us in the field. It is our hope, therefore, that corrective action, where indicated, may be forthcoming as promptly as possible in order that operations in the field may secure the benefits of this Task Force's efforts.

This Task Force is available for detailed discussion of these recommendations to assist and guide the preparation of the necessary implementing action thereon.

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quarters, and it is expected that he may have additional recommendations to
sent upon his return which will be added to this report.

COMPOSITION OF TASK FORCE

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Chairman: [REDACTED]

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Mr. [REDACTED] - Chief Finance Division

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Mr. [REDACTED] - Assistant to Chief of Procurement

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Mr. [REDACTED] - Budget and Fiscal

25X1A9a
Mr. [REDACTED] - Acting Chief Supply Branch, Logistics Division

25X1A9a
Mr. [REDACTED] - Office of Chief of Logistics Division

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Major [REDACTED] - Office of the CFE

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Mr. [REDACTED] - Office of the CFE

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